

24 JULY 2003



Personnel

**MISAWA AIR BASE COMMUNITY
STANDARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-29, Military Standards. It outlines elements of Misawa Air Base's community standards, which serve to protect the safety, health, welfare, and overall well-being of Misawa Air Base members. This instruction incorporates 35 FW/CC Community Standards Policy Letters and applies to every member of Misawa Air Base. Contact the office of primary responsibility (OPR) identified at the beginning of each section if you have any questions addressing a particular subject.

SUMMARY OF REVISIONS

This instruction has been republished to include changes in policy of the Misawa Air Base Community and the 35th Fighter Wing. It incorporates all Misawa Air Base Commander's Community Standards Policies. All references to 35th Support Group (35 SPTG) have been changed to 35th Mission Support Group (35 MSG). This revision has added paragraphs **8.2.**, "Dormitory Parking Lot Snow Removal Policy/Schedule", **8.2.1.**, **8.3.**, "Operation of Radio Controlled Vehicles in Parking Lots", 14, "Home Business Policy". A bar (|) indicates revisions from the previous edition.

1. Equal Opportunity and Treatment Policy (OPR: 35th Fighter Wing Military Equal Opportunity).

It is the responsibility of each member of the Misawa community to promote and contribute to a positive human relations climate, free of harassment and discrimination based on race, sex, religion, age, color, national origin, ethnic group, mental or physical handicap. Supervisors at all levels must be committed to this policy and work aggressively toward establishing and maintaining a positive human relations atmosphere in the work place. Commanders will establish an active human relations education program for their units and consider the appropriateness of disciplinary action when members under their command have practiced unlawful discrimination or harassment. Unit commanders will inform Military Equal Opportunity of any issues that surface involving discrimination or harassment, even if the matters are worked within the unit. NOTE: All non-USAF service commanders are responsible for the readiness of

their assigned personnel and unit. The Military Equal Opportunity Office staff is tasked with assessing the base human relations climate and keeping the Installation Commander informed of any factors, which may hinder readiness. The 35th Fighter Wing Commander is personally committed to keeping our community free from the debilitating affects of discrimination and harassment. Anyone who has a complaint concerning discrimination or harassment is encouraged to try to resolve the matter at the lowest level of supervision, contact his/her first sergeant or commander, or file a complaint through the Military Equal Opportunity Office.

2. Use of Alcohol on Misawa Air Base (OPR: 35th Security Forces Squadron).

2.1. Drunk/drugged driving will not be tolerated! We all must work to prevent driving while intoxicated or driving under the influence (DWI/DUI) through education and prevention. Commanders will ensure their personnel are aware of the seriousness of drunk/drugged driving and the consequences for those caught driving in this condition. They will also maintain aggressive unit education and prevention programs. The prevention of DWIs and DUIs is a responsibility shared by all of us. The following rules govern consumption of alcohol on Misawa Air Base:

2.2. You must be 20 years old to buy, consume, or possess alcoholic beverages on or off base. NOTE: Persons 20 or older will not purchase alcoholic beverages for military or civilian members of the community under the age of 20 years.

2.3. Alcoholic beverages will not be transported in the passenger compartment of a vehicle after the original cap, stopper, or seal has been removed or broken.

2.4. No alcoholic beverages will be consumed in the vehicle by drivers or passengers.

2.5. Operating a motor vehicle on base: Anyone operating a motor vehicle on base with a blood alcohol level of .10 or higher is considered DWI (Driving While Intoxicated). Anyone operating a motor vehicle on base with a blood alcohol concentration of at least .05 but less than .10 is DUI (Driving Under the Influence). Such behavior will result in either suspension or revocation of driving privileges, which is separate from and in addition to any other disciplinary or administrative action deemed appropriate by the unit commander or chain of command involved.

2.5.1. Anyone operating a motor vehicle on base with a blood alcohol level of .03 but less than .05 is considered Driving While Drinking Indicated (DWDI). Such behavior will result in suspension of on base and off base driving privileges for 12 hours.

2.6. Operating a motor vehicle off base: Drunk driving is considered to be a very serious offense in Japan. Operating a motor vehicle off base with a blood alcohol concentration of .03 or above is considered DWI/DUI. The maximum punishment for DWDI/DUI is a 500,000 yen fine and imprisonment for three years.

2.6.1. If you are involved in an accident causing injuries to another and are found to be under the influence of alcohol, you may be imprisoned for up to 10 years.

2.6.2. Japanese law also provides for passengers of a drunk driver to be fined for allowing the driver to operate a vehicle while intoxicated.

2.7. Personnel will not carry open containers of alcoholic beverages outside drinking establishments. Authorized drinking establishments (e.g., the Enlisted and Officers' Club), will ensure appropriate action is taken to stop personnel from carrying open containers away from their establishments. Dormitories (including dormitory picnic and barbecue areas), housing units, and approved locations host-

ing official functions and social gatherings may have open containers. However, it is incumbent on the unit or person responsible for the event to ensure personnel do not carry away open containers from the immediate area and that they dispose of empty containers properly.

2.7.1. Violators (military, government civilian, and family member civilian) will be apprehended/detained and released only to their sponsor or sponsor's organization for action.

3. Use of Tobacco Products on Misawa Air Base (OPR: 35th Mission Support Group).

3.1. According to AFI 40-102, *Tobacco Use In The Air Force*, no tobacco products can be sold on the installation to anyone under the age of 18 (a minor). On Misawa Air Base, no minors will be allowed to purchase or use tobacco products of any kind. Violations will be reported to Security Forces.

3.2. AFI 40-102 also prohibits the use of tobacco products (cigars, cigarettes, pipes, spit/loose tobacco) inside workplaces and public facilities to protect the health of all personnel. Tobacco use area must be sufficient to not allow smoke to be drawn into workplace buildings through openings in doors, windows, and/or air intake units. To comply with this mandate, no smoking will be permitted within 50 feet of all entrances to facilities on Misawa Air Base.

4. Safety When Operating Motorized or Nonmotorized Vehicled (OPR: 35th Security Forces Squadron).

4.1. AFI 31-204, 35 FW Supplement 1, *Traffic Supervision*, addresses the wear/use of equipment when operating motorized/nonmotorized vehicles.

4.2. Passengers will not ride on or in any portion of a vehicle not designated or intended for passengers. All occupants in a vehicle are required to properly use safety restraints (includes back seat passengers). Vehicles may only carry the number of passengers for which there are seat belts. Children 4 years old or under and not exceeding 40 lbs in weight require approved infant/child restraint devices.

4.3. Whenever there is snow or ice on the roads of Misawa Air Base, traction devices are required on all motor vehicles. Traction devices consist of four snow tires, four all-weather radial tires, or chains on the drive wheels. Use of bicycles, skateboards, scooters, roller skates/blades, and motorcycles is prohibited when traction devices are required for motor vehicles due to existing road conditions. Dates are normally 15 November thru 31 March, or as announced.

4.4. Motorcycle operators and their passengers will wear long pants, hard-soled over-the-ankle leather shoes or boots, full-finger gloves, a long-sleeved shirt or jacket, a properly fastened (under chin) protective helmet (which meets the standards of the Snell Memorial Foundation, the American National Standards Institute or Department of Transportation) and either impact-resistant goggles or a full-face shield that is attached to the helmet. Motorcycle operators will have their headlight on at all times. These mandatory requirements are also applicable to all-terrain vehicle operators and their passengers.

4.4.1. Non-US citizens will wear the protective helmet and eye protection while driving motorcycles on base.

4.4.2. Two-wheel vehicle operators possessing a student permit may operate their motorcycles during daylight hours only on Misawa Air Base but may not operate a motorcycle off base at any-time.

4.4.3. Operators will wear brightly colored or contrasting vest, jacket or long-sleeved shirt as an outer upper garment during the day and reflective during the night. The reflective vest or brightly colored jacket must be worn over the outermost garment and be clearly visible. To increase visibility of riders, they are encouraged to affix reflective material to their helmets.

4.5. Bicycle riders on the roadway are subject to the same traffic laws as drivers of motorized vehicles. Bicycles driven at night will be equipped with a light visible for 500 feet in front of the bicycle and a red taillight visible for 200 feet behind the bicycle. Riders must wear approved safety helmets, equipped with an adjustable chinstrap, when riding.

4.5.1. Bicycles may operate on running trails when they parallel roadways of intended travel.

4.6. Skateboards, scooters, and roller skates/blades are prohibited on roadways. For parking lots or surfaces intended for motorized vehicles, skateboards, scooters, or roller skates/blades may be used only when motor vehicles are not present. Skateboarding, scooter riding, and roller skating/blading on tennis courts or the sidewalks and parking lots at the commissary, base exchange, and AAFES shopettes are prohibited. Skateboarders, scooter riders, and roller skaters/bladers will wear protective helmets equipped with an adjustable chinstrap, and should wear kneepads, elbow pads, and gloves with padded palms.

4.6.1. Skateboarders, scooter riders, and roller skaters/bladers will use the Red Conte, Security Hill or Smelt Running Trails instead of adjacent roadways. Cyclists, especially families and children, are encouraged to also use these trails for safety.

4.7. Stereo headphones will not be worn while operating a motorized or nonmotorized vehicle, or running/jogging on roadways.

5. Policy on Inappropriate Civilian Attire, Language and Messages on Base (OPR: 35th Mission Support Group).

5.1. Inappropriate civilian attire, language or messages which detract from a favorable, comfortable, and safe environment, will not be allowed on this installation. These are three examples:

5.2. Wear of Civilian Attire: When in civilian attire, residents of Misawa Air Base will ensure their dress and personal appearance is commensurate with the standards traditionally associated with our Armed Forces. No one should wear civilian attire with inflammatory or derogatory messages that demean one's race, color, national origin, ethnic background, religion, gender, or age. Civilian attire that glamorizes illicit drugs or gang activity is prohibited. This includes obscene and/or profane words or messages.

5.3. Music with Inflammatory or Profane Lyrics: Residents of Misawa Air Base will not play music with inflammatory, profane, or derogatory messages, or those which demean one's race, color, national origin, ethnic background, religion, gender, or age, at volume audible to anyone other than the listener(s); this includes car radios/stereos. Furthermore, acceptable music must be played at reasonable levels that do not disturb residents of the community.

5.4. Use of inappropriate language (e.g., profanity, racial, or ethnic slurs, etc.) is prohibited on Misawa Air Base. This includes inappropriate stickers, labels, etc., displayed on vehicles.

5.5. Tattoos that are prejudicial to good order, discipline and morale, or are of a nature to bring discredit upon the United States Military Services, are prohibited. For wear of tattoos, guidance contained in AFI 36-2903 will govern.

5.6. At Misawa AB, all active duty males are prohibited from wearing visible body piercing on or off base. Females are only allowed to wear earrings in accordance with AFI 36-2903. All Active duty members (female and male) are prohibited from splitting, puncturing or permanently altering any body part for other than approved medical procedures.

6. Control of Family Members and Civilian (OPR: 35th Mission Support Group).

6.1. All family members and civilians will adhere to the established community standards for Misawa Air Base. Disrespect and/or physical or verbal abuse for authority will not be tolerated. Documented incidents involving family members and civilians will be reviewed by the sponsor's commander. The seriousness of the incident may result in convening a Family Member Misconduct Board. Included will be the family member/civilian, sponsor, sponsor's unit commander, and first sergeant. Sponsors and unit commanders must ensure family members conform to applicable regulations and directives. A minor is any family member child under 18 years of age. Refer to the Age Matrix ([Attachment 1](#)) for specific instructions on responsibilities for leaving family member children in vehicles, quarters, or unaccompanied outside, and for child sitting. Any violations of the rules outlined in this matrix should be reported to Security Forces.

6.2. Drug paraphernalia of any kind is strictly prohibited on Misawa Air Base.

6.3. Gross misconduct or disrespect for authority (teachers, recreation or youth activities staff, facility managers, supervisors, security forces, commanders, other officers, senior noncommissioned officers, and mass transit and field trip bus drivers) will be considered a violation of this instruction, as well as an aggravation to other violations that may have been committed. Gross misconduct includes, but is not necessarily limited to, profanity or physical contact.

6.4. A minor found violating this instruction may be detained by Security Forces. Security Forces will contact the minor's sponsor or the sponsor's unit, and release the child to one of them. Documented acts of misconduct or disrespect for authority will be handled by the agency concerned (e.g., unit commanders, associate units, etc.). A family member misconduct hearing chaired by the 35th Mission Support Group Commander or his/her designee may convene at the discretion of the 35th Mission Support Group Commander.

6.5. Violations will be handled in accordance with 35 FW Instruction 51-901, *Family Member and Civilian Misconduct*, or AFI 40-301, *Family Advocacy Program*. Violations may result in the termination of base privileges and/or debarment.

6.6. The following curfew hours have been established for family members, excluding spouses and high school graduates 18 years of age or older:

6.6.1. Curfew the night prior to a school day will be from 2300 to 0500 and the night prior to a non-school day will be 2400 to 0500.

6.6.2. Dependent family member(s) 18 or older in the Senior Class may have extended hours on nights prior to a non-school day until 0100. Edgren High School will provide updated Senior Class rosters to Security Forces Operations, 226-4001. Edgren High School administrators will ensure high school seniors are aware extended curfew is a privilege. Violations of curfew or incidents of misconduct can result in cancellation of this privilege. Seniors must have their ID cards in their possession at all times and will be identified by Security Forces using the Senior Class roster.

6.6.3. During curfew hours, no minor will be out of doors (including being inside a motor vehicle) except as follows:

6.6.3.1. The minor is accompanied by his/her sponsor or a responsible adult appointed by the sponsor.

6.6.3.2. If employed, the minor will have 30 minutes to return to his/her quarters after termination of work.

6.6.3.3. A minor participating in official functions that extend after curfew hours will have 30 minutes to return to his/her quarters after termination of the function.

6.7. Sponsors are responsible for their children while they are out of their direct supervision. Children are not allowed to play in base housing stairwells, hallways, elevators, vehicle underpasses, lobbies, garbage collection rooms, or other locations that may be dangerous or harmful (e.g., locations specifically designated off limits, construction areas, abandoned houses, main roads/intersections, etc.).

6.8. Minors age 16 and up may be left alone for short TDYs or leaves, not to exceed 5 consecutive days. These minors must have some type of adult supervision to make periodic checks. Any child or children involved in, or documented as, "Misconduct Cases" will not be left alone without adult supervision.

7. Policy on Littering (OPR: 35th Civil Engineer Squadron).

7.1. How we feel about ourselves and where we work and live is greatly influenced by our physical surroundings. If we have neat, orderly, and clean surroundings, we feel better about ourselves, our jobs, and our place in the community. Clutter or disarray erodes confidence in our ability to properly take care of our affairs, and displays a lack of pride in our community and ourselves.

7.2. The ground rules regarding litter are simple. If you drop it, pick it up; if you're responsible for any trash or a mess, clean it up. If you are responsible for a specific area, keep it clean and neat. This also means responsibility for ensuring litter is disposed of properly.

7.3. Public areas are not trash areas. Do not dump ashtrays in parking lots and don't leave refuse in public areas; throw it in trashcans.

7.4. Everyone is expected to pitch in and pick up trash when we see it. The Misawa standard for cleanliness requires a team effort to keep the installation litter-free.

8. Housing Appearance (OPR: 35th Civil Engineer Squadron).

8.1. The appearance of base housing directly reflects our pride in our installation and more importantly, our commitment to a safe, well-kept community. Our housing areas are essentially no different from planned communities in the United States, which prescribe appearance specifications, cleanliness standards, responsibilities, and the like. We must all contribute to keep housing areas clean and safe. Living on base is a privilege. Housing appearance standards are discussed in the housing brochure provided to all occupants. To help address problems with housing appearance, senior occupants are empowered to issue discrepancy notices. Residents must understand that failure to maintain acceptable housing standards is grounds for revocation of on-base housing privileges. Primarily during the growing season (May – Oct) our housing inspectors perform weekly yard inspections on Tuesdays. However, appearance inspections are conducted anytime during the week and discrepancy notices are issued when warranted.

8.2. Dormitory Parking Lot Snow Removal Policy/Schedule (OPR: 35th Civil Engineer Squadron). The 35 CES will clear snow, as required, from dormitory parking lots between 1300-1600 on the following days:

Day	Parking Lot Location
Sunday	Bldg 519
Monday	Bldg 627/629/667
Tuesday	Bldg 624/672/673/624
Wednesday	Bldg 661/662/664/670
Thursday	Bldg 626/627/671
Friday	Bldg 627/667/668/669

All individuals on base must move their vehicle from the designated parking lots to allow snow removal operations. Prominent signs will be displayed to remind individuals of snow removal operations and their responsibility to remove their vehicles from the impacted parking lots to allow snow removal operations.

8.2.1. Individuals failing to remove their vehicles on snow removal days may be subject to adverse actions, as well as ticketing, towing and possible driving privilege suspension base on the following guidelines:

1 st Offense	Towing
2 nd Offense	Towing/30 day driving suspension
3 rd Offense	Towing/60 day driving suspension

In order to enforce this standard, commanders will use the letter in **Attachment 3** to inform dormitory residents of their responsibility for complying with parking lot snow removal requirements.

8.3. OPERATION OF RADIO CONTROLLED VEHICLES IN PARKING LOTS: Radio controlled vehicles of any type will not be operated in housing, dormitory or tower parking lots.

9. Policy on Pet Care (OPR: 35th Services Squadron).

9.1. Pets are valued and important members of our families and are helpful in completing our sense of home. However, serious responsibilities go with having pets because they rely on us to provide for their needs. The lack of animal control or care will not be tolerated. Any animal cruelty, animal neglect, animal abandonment, etc., can result in loss of pet privileges, loss of housing privileges, and be punishable via administrative action against the sponsor. Any person(s) observed in violation of any of these animal regulations should be reported to the Security Forces Operations Desk immediately for investigation.

9.2. All animals owned by SOFA personnel must be micro chipped, registered at the base veterinary clinic, maintain current vaccinations, and have individual airline carriers for traveling. All pet owners must out process through the Veterinary Treatment Facility upon completion of their tour.

9.3. You may only have two pets in housing. This restriction does not include animals that permanently reside in cages or tanks (e.g., hamsters, turtles, etc.). Requests for exception can be submitted to the Housing Office through the Base Veterinarian and 35th Civil Engineer Squadron for special consideration before acceptance to housing. Upon veterinary review, recommendations will be forwarded to the 35th Mission Support Group Commander for final approval/disapproval. Recommendations will be based upon size and location of dwelling, number and age of family members, disposition and species of animals, and size.

9.4. If you wish to have a pet other than a cat, dog, gerbil, hamster, guinea pig, rabbit, fish, turtle, passerine bird (perching birds and song birds), or psittacine bird (parrots), you must submit a written request to the 35th Mission Support Group Commander through the Base Veterinarian and the 35th Civil Engineer Squadron for consideration before acceptance of housing. Upon veterinary review, recommendations will be forwarded to the 35th Mission Support Group Commander for final approval/disapproval. No cats or dogs are permitted in tower dwelling units. However, all other animals mentioned above are permitted in the towers.

9.5. When outside the quarters, pets must be under hand-held leash control, inside a fenced yard, or on an in ground anchor with the pet owner present and in control of the pet. Pets will not be secured in areas accessible to the general public such as sidewalks, walkways, and other common areas. Pets will not be staked out to where individuals could happen upon them while visiting or conducting business. Do not chain animals where they can become tangled and cannot get to food, water, or shade. If you have a dog that barks excessively causing neighborhood disturbance, you must immediately quiet the animal. Refer to the housing pamphlet for further details and fencing guidelines.

9.6. Dogs that spend a significant portion of the day outside must have access to food (minimum of once a day), continuous access to water, and access to a doghouse that is large enough for the dog to stand and turn around in. The doghouse must be well ventilated, have a roof that does not leak, a floor not resting on the ground, and does not have a locking door. Rule of thumb: do not allow animals to stay outside in extreme temperatures you could not tolerate yourself while wearing a jacket.

9.7. Pets are not allowed in public buildings, swimming pools, sports areas, tennis courts, parade grounds, rubberized running tracks, playgrounds, ball fields, basketball courts, beaches, public gatherings, or the golf course.

9.8. You must immediately remove and properly dispose of waste deposits (feces) while walking your animal(s). Failure to do so may result in the removal of the animal from base and/or loss of housing privileges. All deposits left in pens or litter caused by your pet(s) must be removed and properly disposed of daily.

9.9. If you are planning a trip, pets must have plenty of food and water while you are away. You must not leave your pets alone without having an adult check on them at least once a day (qualified pet sitter is preferred), or you must use a local boarding facility.

9.10. Pet owners must report lost, deceased, and/or new pets to the base Veterinary Treatment Facility within 24 hours.

9.11. Should your pet escape from your control, you should contact the Veterinary Treatment Facility or Pets Are Worth Saving (PAWS). If your animal is apprehended by security forces, civil engineering, or veterinary services, you will be cited. If cited more than twice in a 12-month period, you may be required to remove the animal from base, or your housing privileges terminated.

9.12. If you are transferring from Misawa and cannot or do not want to take your pet(s), you must find a new owner before moving or releasing custody of the animal(s). The pet's medical treatment record must be transferred into the name of the new owner while both parties are present at the Veterinary Treatment Facility. If a pet escapes before moving, the veterinary clinic must be notified and given a forwarding address, forwarding telephone number, and local person for point of contact. A Special Power of Attorney must be granted to someone to provide for shipment of the pet upon capture. The owner is responsible for all shipping costs incurred by the person granted Power of Attorney. Failure to comply with the prevention of animal abandonment can result in administrative action against the sponsor.

9.13. If an animal bites or scratches you or your family member, it is strongly recommended the victim report immediately to the Emergency Room for treatment and completion of a Rabies Bite Report. If your pet bites or scratches someone, contact the Base Veterinarian immediately to schedule it for an examination. Sponsors of animals involved in biting incidents will receive a citation and the animal will be subject to removal from base, or housing privileges terminated.

9.14. If you see a stray animal, please call the Security Forces Operations Desk immediately to assist with the pet's safe return to the owner and/or capture for the stray adoption program through PAWS. For your safety and the safety of the animal, do not feed stray animals, or try to capture them. PAWS was strictly established for taking care of stray animals and will not take pets that are no longer wanted by the owner for the convenience of the owner.

9.15. The breeding of pets for profit is strictly prohibited in military family housing. Individuals that breed pets for profit, on- or off-base, may lose their right to base veterinary care for their pets, and housing privileges.

10. Pacific Ocean and Base Beach Aquatic (OPR: 35th Fighter Wing Safety Office).

10.1. Because of the powerful ocean rip current in the Pacific Ocean near Misawa, aquatic activities can be very dangerous. The following is Misawa Air Base policy for using the Pacific Ocean between Hachinohe and the northeast tip of the Shimokita Peninsula.

10.2. No swimming, wind surfing, scuba diving, snorkeling, jet skiing, surfing or water skiing in the Pacific Ocean between Hachinohe and the northeast tip of the Shimokita Peninsula. The only exception to this policy is the Misawa Veedol Beach (or Misawa Beach), which is south on Route 338, adjacent to the Misawa Fishing Port. This beach is authorized for swimming and water activities only when a lifeguard is present. Do not confuse this with Miss Veedol Beach, which is also off-limits. Ocean areas south of Hachinohe can also be very dangerous. Areas that are rocky and cliff like are not swimming areas. Swim only in areas designated as such.

10.3. Swimming and wading is also permitted at the base beach only in the roped-off area, and only when a lifeguard is present.

11. Prohibition on Explosive Items in on Base Facilities (OPR: 35th Fighter Wing Safety Office).

11.1. Storing smokeless powders and primers is prohibited in any on-base facility, including base housing, unless the location meets Air Force standards and is approved by Wing Weapons Safety, the Fire Department, and Security Forces. In addition, hand-loading operations will not be conducted in any facilities on base unless specifically designed for that operation, and approved by the 35th Support Group through Wing Weapons Safety, the Fire Department, and Security Forces.

11.2. Military family housing occupants may store no more than 3 weapons in their on base quarters or in the Security Forces Armory. All weapons must be registered with Security Forces.

11.3. Off-base housing occupants and dormitory occupants may store up to 3 weapons in the Security Forces Armory. Privately owned rifles, shotguns, or dangerous weapons are prohibited in all dormitories.

11.4. BB and pellet guns are strictly forbidden for ownership and use on Misawa Air Base.

11.5. All personnel assigned to Misawa Air Base are prohibited from owning, storing or carrying dangerous instruments. Dangerous instruments are defined as any device manufactured for or designed specifically to inflict physical harm to other people.

12. Safety and Mishap Incident Reporting (OPR: 35th Fighter Wing Safety Office).

12.1. The safe execution of the wing's mission is paramount. Unit commanders and supervisors at all levels must aggressively monitor operations and establish a mishap prevention program. In addition to the reporting and investigation procedures dictated by higher headquarters regulations, the following procedures will be followed in the event of any incident resulting in property damage, injury to personnel, or high accident threat potential (HATP):

12.1.1. Any military or civilian personnel (including local nationals) involved in the mishap will brief the unit commander/agency chief and safety representative of the incident. To initiate the required reporting actions to higher headquarters, the unit safety representative will notify wing safety as soon as possible after the incident.

12.1.2. The unit commander/agency chief will brief the appropriate group commander on the details of the mishap and suggest corrective actions to preclude the same or similar incident from happening again.

12.1.3. The group commander or associate unit commander/agency chief will inform the wing or vice commander of the incident and explain what actions have been taken. At that time, the wing or vice commander will determine if the personnel involved, unit commander, and group commander/associate agency chief will need to brief him in person on the mishap. The briefings are not a substitute for formal safety investigations but are intended to raise the safety awareness of all personnel assigned, attached, or associated with Misawa Air Base.

12.2. Wing Safety will establish an effective liaison program with sister service safety agencies. Wing Safety will serve as the interface for base-wide safety issues and provide information on mishaps and corrective actions taken by the different service commanders to the Commander, 35th Fighter Wing, who has ultimate responsibility for safety concerns on the base.

13. Black Marketing (OPR: 35th Fighter Wing Staff Judge Advocate).

13.1. Members of the United States Armed Forces, members of the civilian component, and their family members are prohibited from transferring personal property that was brought into Japan free from Japanese taxes or duty to residents of Japan. The only exception to this rule is a provision, which allows sale of items, which have been held in Japan a minimum of six months, and is of a value less than \$25.00.

13.2. Tobacco products may not be transferred to residents of Japan. Also, items shipped into Japan pursuant to a member's PCS move, purchased at the commissary or any AAFES facility (BX, Military

Clothing Sales, Class VI Store, Furniture Mart, and Shoppette) may not be transferred to Japanese nationals or other personnel who are ineligible to make purchases in these facilities by virtue of their own status. Because items from these facilities are brought into Japan duty free, a transfer, whether by sale, trade, pawn, or gift to anyone not authorized to use these facilities is considered black marketing. Violations of this prohibition may result in the loss of AAFES privileges and prosecution by the Government of Japan, or under the Uniform Code of Military Justice.

13.3. There are exceptions to this rule. Bona fide gifts of nominal value may be given on occasions acknowledged as gift giving occasions in Japan. Christmas, New Years, birthdays, and retirement ceremonies are examples of gift giving occasions in Japan. Also, in limited social settings, it is established practice to present gifts, such as a guest presenting a host with a small token of appreciation.

13.4. United States personnel are required to complete Japanese Customs Form F-1240 and mail or deliver the form to the nearest Japanese customs official before transferring any personal property with a value of \$25.00 or more to a resident of Japan. United States personnel are also required to take positive steps to identify the Japanese recipient to reduce the possibility of the recipient giving a fictitious name and address in order to avoid payment of taxes.

14. Home Business Policy (OPR: 35th Civil Engineer Squadron)

14.1. AFI 32-6001, Family Housing Management, governs operating a private business out of government housing. All U.S. Armed Forces personnel, civilian employees and dependents must request permission in writing to run a home business through the Housing Office. The Air Force limits these businesses to the sale of products, minor repair services on small items, limited manufacturing of items or tutoring. Home businesses may not resell items (or items made from components) obtained through the Commissary, Base Exchange, APO mail system to non-SOFA sponsored individuals. Similarly, home businesses may not grant access to Skills Development facility, the gym, or other Services facilities to individuals not independently entitled access to these facilities.

14.1.1. U.S. Armed Forces personnel, civilian employees and their dependents may not engage in buying, selling, brokering, or transferring cars as a commercial enterprise. Members may only engage in this activity for purchase and resale of POVs for personal use.

DANA T. ATKINS, Brigadier General, USAF
Commander

Attachment 1**AGE MATRIX**

The welfare and safety of children in the military community are the shared responsibility of the command and parents/sponsors. The Family Advocacy Committee (FAC) and Community Action Information Board (CAIB) have established the following minimum age requirements for greater levels of unsupervised activities by our children. Each child is unique; personality, environment, developmental progress, and maturity level are factors used to determine when children are ready to accomplish activities with little or no supervision. Parents are still advised to assess their children and if necessary, raise the age limit.

Age of Child	Left Without Sitter in Quarters	Left Alone Overnight	Outside Unattended (to include playing)	Left in Car Unattended	Child Sit Siblings	Child Sit Others
Newborn Through Age 4	NO	NO	NO	NO	NO	NO
Age 5 through 6	NO	NO	YES; Playground or yard with immediate access (visual sight and hearing distance) to adult supervision	NO	NO	NO
Age 7 Through 9	NO	NO	YES; with access to adult supervision	YES; with keys removed and handbrake applied; 15 minutes max	NO	NO

Age of Child	Left Without Sitter in Quarters	Left Alone Overnight	Outside Unattended (to include playing)	Left in Car Unattended	Child Sit Siblings	Child Sit Others
Age 10 Through 11	YES; with ready access (phone number to an adult supervisor) *(SEE BELOW)	NO	YES	YES; with keys removed and handbrake applied	YES; 11 year olds only */**(SEE BELOW)	NO
Age 12 Through 15	YES	YES; with access to adult supervision SPONSORS MUST BE IN LOCAL AREA	YES	YES	YES ***(SEE BELOW)	YES ***(SEE BELOW)
Age 16 Through 18	YES	YES; (NOTE: see paragraph 6.7. of this instruction	YES	YES	YES***(SEE BELOW)	YES ***(SEE BELOW)

* LATCHKEY TRAINING REQUIRED

** RED CROSS BABY SITTING TRAINING STRONGLY RECOMMENDED

Attachment 2**INSTALLATION COMMUNITY WELFARE/SUPPORT FACILITIES**

FITNESS CENTERS

LIBRARY

COMMUNITY CENTER

TEEN/YOUTH CENTER

MATS (MISAWA ARTISAN'S THRIFT SHOP)

OFFICERS' CLUB

ENLISTED CLUB

VETERINARY TREATMENT FACILITY

PAWS (PETS ARE WORTH SAVING)

FAMILY SUPPORT CENTER

EDUCATION CENTER

OTHER ORGANIZATIONS MAY BE ADDED TO THE LIST WITH APPROVAL
FROM 35 MSG/CC

Attachment 3

**SAMPLE MEMORANDUM FOR DORMITORY PARKING LOT SNOW
REMOVAL SCHEDULE**

MEMORANDUM FOR DORM RESIDENTS

FROM: _____/CC

SUBJECT: Dormitory Parking Lot Snow Removal Schedule

1. 35 CES will be clearing snow, as required, from dormitory parking lots between 1300-1600 hrs on the following days:

Day	Parking Lot Location
Sunday	Bldg 519
Monday	Bldg 627/629/667
Tuesday	Bldg 624/672/673/624
Wednesday	Bldg 661/662/664/670
Thursday	Bldg 626/627/671
Friday	Bldg 627/667/668/669

All individuals on base must move their vehicle from the designated parking lots to allow snow removal operations. On days when snow is present, prominent signs will be displayed to remind individuals of snow removal operations and their responsibility to remove their vehicles from the impacted parking lots to allow snow removal operations.

2. Individuals failing to remove their vehicles on snow removal days may be subject to adverse actions, as well as ticketing, towing and possible driving privilege suspension based on the following guidelines:

1 st Offense	Towing
2 nd Offense	Towing/30 day driving suspension
3 rd Offense	Towing/60 day driving suspension

3. This directive will remain in effect until rescinded.

_____, Lt Col, USAF
Commander, _____

1st Ind., Dorm Resident

To: _____/CC

Printed Name and Signature

Bldg.

Room no.

Date